**Members Role Description and Expectations**

*(Note: this is just an example put together based on ‘Example Baptist’s’ constitution. The BUV sample constitution can be found here:* [*https://www.buv.com.au/resources/constitutions/constitutions*](https://www.buv.com.au/resources/constitutions/constitutions)*. You can use the headings and fill in the details based on your church’s expectation of the Member’s role.)*

**Appointed By:**

Members are welcomed into membership by the existing membership body as per the constitution of the church.

**Role:**

The members are to be the expression of God’s kingdom in our community, to demonstrate God’s love, mercy and grace, proclaiming and being the example of Christ in word and deed.

Members must ensure the church is a safe place for all people to attend. This includes ensuring a Safe Church policy is in place and all members are aware of their responsibilities in upholding this policy.

**Responsibilities of Members:**

1. The appointment and reaffirmation of the Pastor/s as described in the Church Constitution.
2. The appointment and reaffirmation of the church governance group (elders/deacons) as per the church constitution.
3. Affirm the appointment, by Elders or Deacons, of leaders to roles and ministries at annual Members Meeting
4. Accept people into membership
5. Approve the annual Church Budget
6. Participate in the congregational worship and in the prayer life of the church.
7. Give financially to support the ministry and mission of the church
8. Participate in the Church Member’s Meetings.
9. Use their gifts and talents to serve the body of Christ.
10. Encourage one other to grow in maturity in faith.
11. Seek to keep the unity of the church.
12. Comply with the church’s Safe Church policies.

**Elders Role Description and Expectations**

*(Note: this is just an example put together based on ‘Example Baptist’s’ constitution. The BUV sample constitution can be found here:* [*https://www.buv.com.au/resources/constitutions/constitutions*](https://www.buv.com.au/resources/constitutions/constitutions)*. You can use the headings and fill in the details based on your church’s expectation of the Members role)*

**Appointed by:**

Elders are appointed and affirmed into their roles by members of the church as per the church constitution.

**Accountable To:**

The members are accountable to each other

**Role:**

The elders are delegated the overall responsibility for the spiritual welfare, pastoral care and discipleship of the congregation.

**Responsibilities of Elders:**

1. To articulate the church’s long term vision, values, identity and distinctives. This is enabled by listening to God together, listening to the congregation, listening to ministry leaders, listening to each other.
2. Elders appoint, empower, support and review the operational leadership of the church.
3. To ensure the Senior Pastor has an appropriate job description and conditions of employment, including annual reviews.
4. To discern, with the Senior Pastor and ministry leadership team, the direction and planning for the ministries of the church.
5. To oversee the application of the church’s resources to its vision and mission.
6. To review their own functioning to ensure the group’s health is maintained and its capacity is developed.
7. To develop and commit to a Code of Conduct for the Eldership/Leadership of the church.
8. To oversee the development, implementation and compliance with policies to create a safe church.

**Deacons Role Description and Expectations**

*(Note: this is just an example put together based on ‘Example Baptist’s’ constitution. The BUV sample constitution can be found here:* [*https://www.buv.com.au/resources/constitutions/constitutions*](https://www.buv.com.au/resources/constitutions/constitutions)*. You can use the headings and fill in the details based on your church’s expectation of the Member’s role.)*

**Appointed by:**

Deacons are appointed and affirmed into their roles by members of the church as per the church constitution.

**Role:**

The deacons are delegated the responsibility for the practical administration and orderly running of the church and its ministries.

**Responsibilities:**

1. To oversee the caring ministry of the church
2. To oversee the financial stewardship of the church as per the constitution and budget, including the management of all money with integrity and faithfulness.
3. To work with the Elders to oversee the ministries of the church.
4. To oversee the maintenance of the church property including the maintenance, repair and supervision of all church property.
5. To plan for the facilities of the church to be best used for the church ministry and mission.
6. To maintain their own spiritual health through regular attendance at worship and maintaining spiritual growth.
7. To commit to a Code of Conduct for Church Leadership.
8. To oversee the development, implementation and compliance with policies to create a safe church.

**Ministry Leaders Role Description and Expectations**

*(Note: this is just an example put together based on ‘Example Baptist’s’ constitution. The BUV sample constitution can be found here:* [*https://www.buv.com.au/resources/constitutions/constitutions*](https://www.buv.com.au/resources/constitutions/constitutions)*. You can use the headings and fill in the details based on your church’s expectation of the Member’s role)*

**Appointed by:**

Voluntary Ministry Leaders are appointed by the Elders and Deacons of the church.

**Role:**

The voluntary ministry leaders are appointed to oversee and ensure the orderly running and growth of their ministry areas in line with the vision and mission of the church.

**Responsibilities:**

1. To provide oversight to the day-to-day running of their ministry area.
2. To work with the senior pastor/ministry team to develop vision and goals for their ministry area.
3. To ensure the safety and wellbeing of all people who participate in their ministry area.
4. To work with the pastoral team of the church to ensure the spiritual growth of those who participate in their ministry area.
5. To ensure compliance with all Safe Church requirements for their ministry.
6. To commit to a Code of Conduct as developed by the church leadership